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ORIENTATION BULLETIN

1969 - 70

ONTARIO DEPARTMENT OF EDUCATION

WINTER COURSE IN ART

sponsored by

HAMILTON BOARD OF EDUCATION

ORIENTATION BULLETIN

HAMILTON ..... 1969 - 70

SHERWOOD SECONDARY SCHOOL

CONTENTS

WELCOME 2

REGISTRATION 3

FORM A 5

THE SIX-DAY SESSION PLAN 6

YOUR PERSONAL PROGRAMME 7

PLANS OF THE SCHOOL 9

STAFF 11

UNITS OF WORK 14

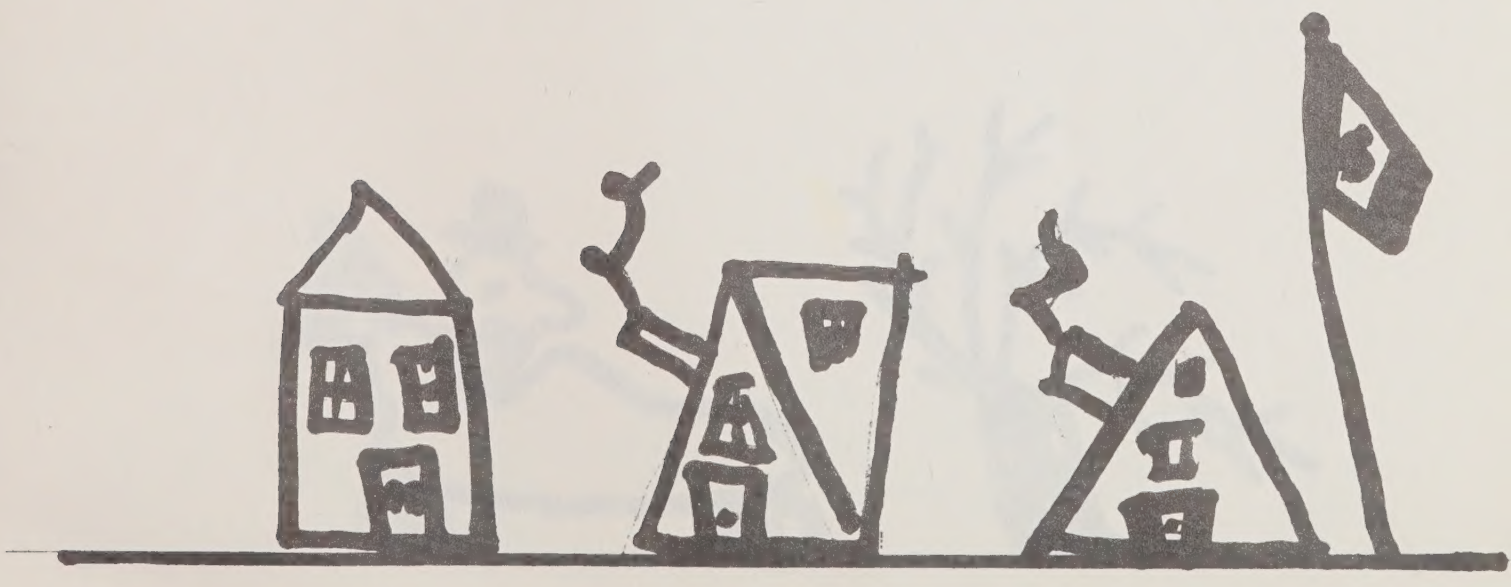
WHEN YOU FINISH A UNIT OF WORK 20

WORKING AT YOUR PROGRAMME 21

ANNOUNCEMENTS 23

EVALUATION 26

CALENDAR OF EVENTS 27



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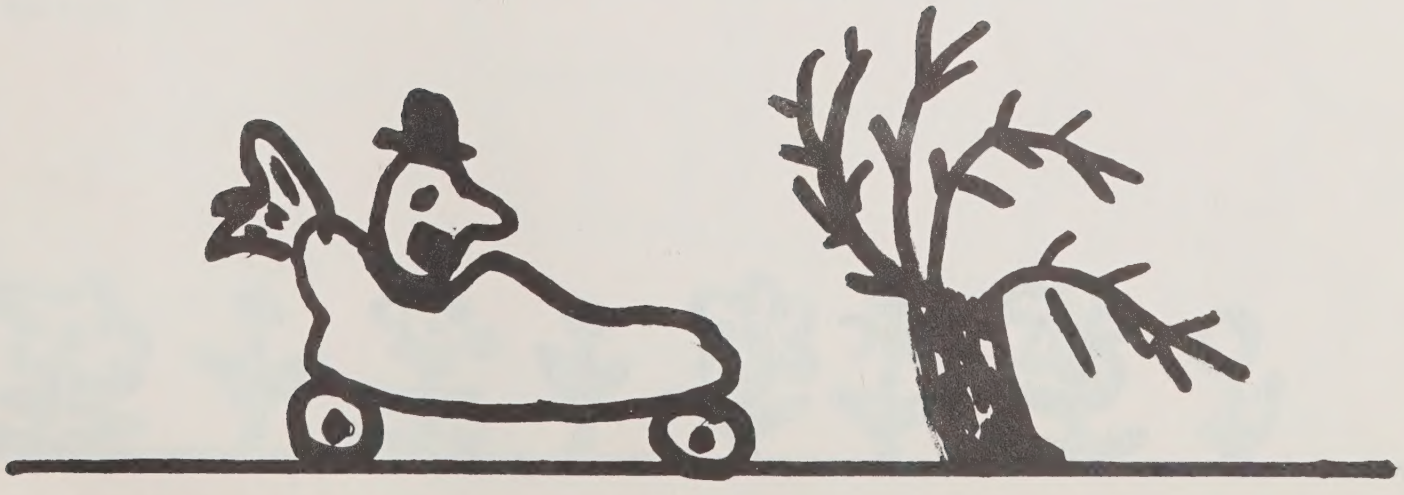
Welcome

The principal and staff of the winter course in art are pleased to welcome students to this winter session. We are very happy that the Board of Education for the City of Hamilton has made it possible for us to work together here this year.

Students may enroll in either the Elementary or Intermediate Part I course with a letter of admission from the Board of Education for the City of Hamilton.

A wide choice of work units is available to all students who register for the winter course.

Every effort will be made to give students the units that they would like. However, no guarantee can be given that you will be able to register in all the units of your choice. Please bear in mind that this is first and foremost an Art Course and all the units are planned to acquaint teachers with a philosophy of art education and to provide assistance with certain basic skills. You will find that some units are beamed at specific grade levels but even these can be adapted to suit the needs of teachers of any grade level. However, in all phases of the course a creative and developmental approach to art in the classroom will be emphasized.



REGISTRATION (TUESDAY, SEPTEMBER 9)

The opening day of the winter session will be devoted to registration and orientation.

6:00 to 6:45 p.m.

- Report to the Registration Desk in the main lobby.
- Obtain your Progress Record Card and Form A
- Tour the school, view the displays and discuss the work of the units with the staff members. Decide on which unit of work you would like to take for the first six-day session.

6:45 to 7:30 p.m.

- Assemble in the auditorium for a brief orientation session.

7:30 to 8:30 p.m. REGISTRATION IN THE WORKSHOP UNITS.

During the course students must select and complete four six-day units of work (or their equivalent), plus two lecture units.

On the opening day Elementary students will register for only one or two work units, the compulsory unit which is Picture-Making, and the unit which will be explored for the first six days, if these are not the same. Registration for the balance of the units will be done on Tuesday evening October 21.

Intermediate students may, if they wish to do so, register for all four units on September 9.

In registering for each unit, check with the instructor for admission. If you are accepted in the unit have the instructor initial the Form A in the correct place and put your name on his class list. Please do not ask the instructor to admit you if his class is already full.

Fill in the spaces at the top of Form A and return it to the office before you leave the school on September 9. Make a copy of this Form A in your Orientation Bulletin on the page provided for this purpose.

Fill out the front side only of the Progress Record Card. Print in ink in CAPITAL LETTERS. Students in Holy Orders should have both religious community name and lay name. Department of Veterans' affairs (D. V. A.) students should write their branch of service and service number on their cards.

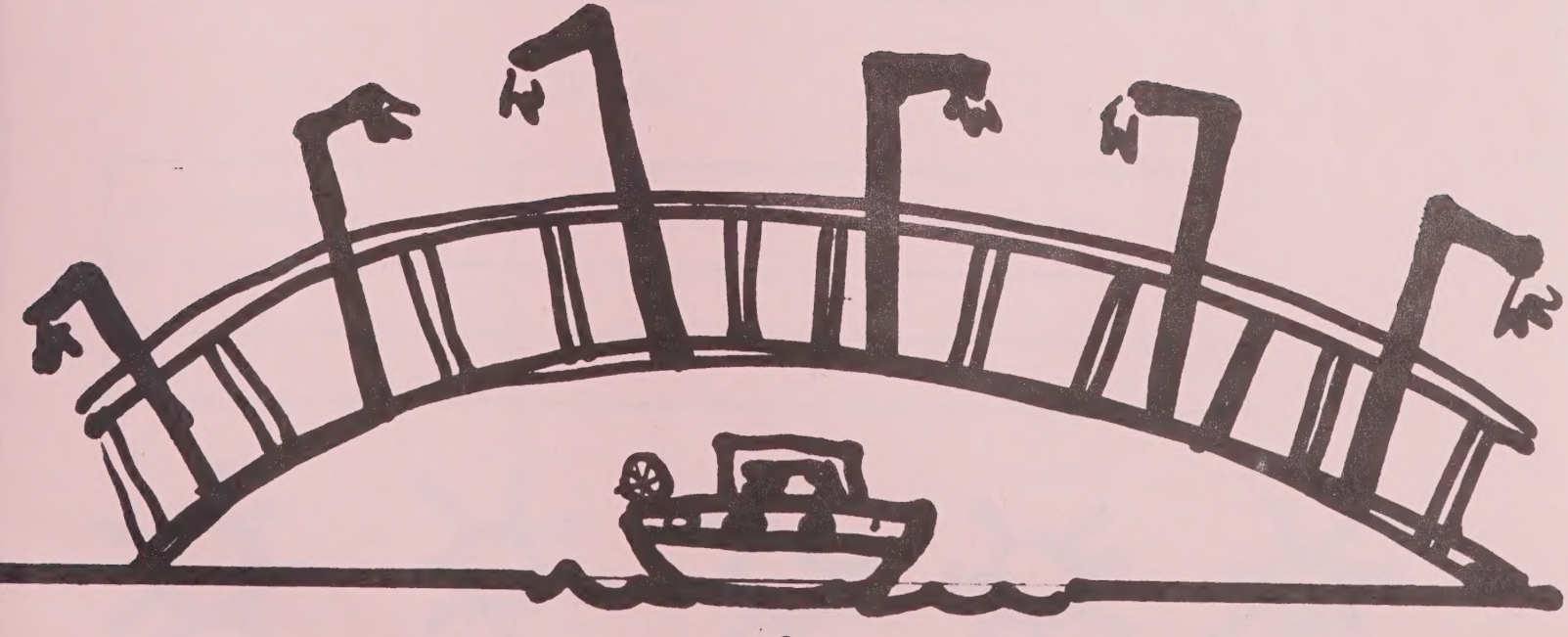
UNTIL FORM A AND YOUR PROGRESS

RECORD CARD ARE COMPLETED

AND FILED IN THE OFFICE,

YOU ARE NOT OFFICIALLY

ENROLLED



FORM A. WINTER COURSES IN ART

NAME _____

ADDRESS _____ TELEPHONE _____

CERTIFICATE _____ (Elementary or Intermediate Part 1)

FOR STAFF USE
Checked by: _____

EMPLOYING BOARD _____

TEACHERS CERTIFICATE NO. _____

SOCIAL INSURANCE NO. _____ SUPERANNUATION NO. _____

APPROVED TIMETABLE

Initials _____ UNITS OF WORK Initials _____

Date	September 16 to October 21	Date	October 28 to December 9
Unit No.		Unit No.	
Staff Member		Staff Member	
Room No.		Room No.	

Initials _____ Initials _____

Date	January 6 to February 10	Date	February 7 to March 31
Unit No.		Unit No.	
Staff Member		Staff Member	
Room No.		Room No.	

LECTURES

Unit Number	Time	Date of Lectures	Room Number

THE SIX-DAY SESSION PLAN

The timetable of the units of work has been arranged so that the students may enjoy a maximum of choice. The majority of work units operate upon a six-day plan. Time during the winter is divided into four six-day blocks or sessions.

Day Number	1	2	3	4	5	6	
September 9 - Registration	Sept. 16	Sept. 23	Sept. 30	Oct. 7	Oct. 14	Oct. 21	1st 6-day session
	Oct. 28	Nov. 4	Nov. 18	Nov. 25	Dec. 2	Dec. 9	2nd 6-day session
	Jan. 6	Jan. 13	Jan. 20	Jan. 27	Feb. 3	Feb. 10	3rd 6-day session
	Feb. 17	Feb. 24	Mar. 3	Mar. 10	Mar. 17	Mar. 31	4th 6-day session

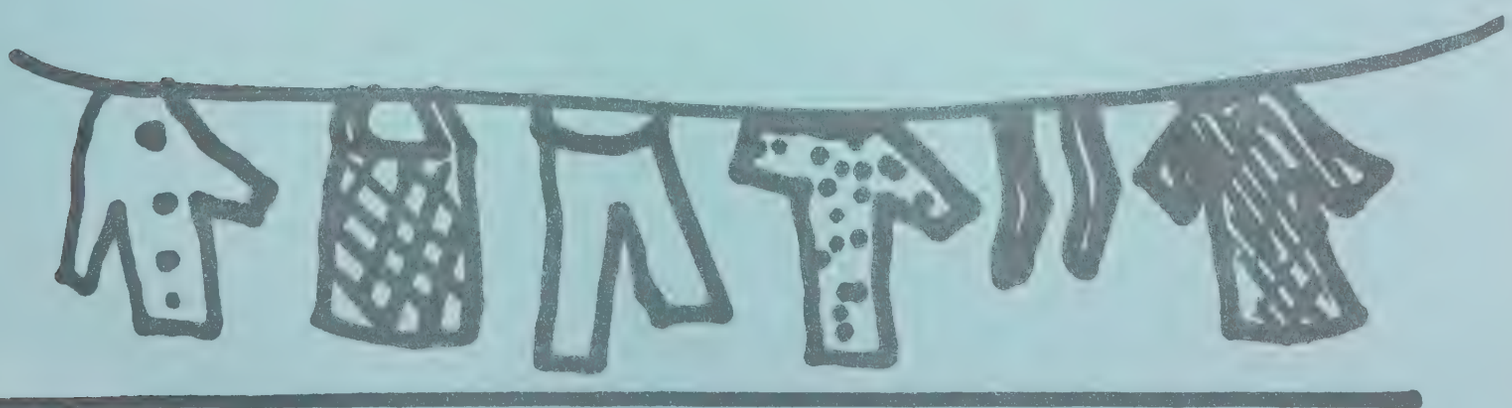
Lecture 121	1st and 2nd sessions:	6:00 to 6:50 p.m.
Lecture 121 a	3rd session:	6:00 to 6:50 p.m.
Lecture 222 b	1st and 2nd sessions:	6:00 to 6:50 p.m.
Workshop Units	1st, 2nd, 3rd and 4th sessions:	7:00 to 10:00 p.m.
Openhouse and Closing	Tuesday, March 31	

NOTE: Nov. 11 - Remembrance Day - no class
March 24 not included due to Spring School Vacation

Staff members, whose units of work follow this timetable, open their classes on each Day 1 and close them on each Day 6. In this way a unit of work may be offered more than once during the course. Some of the units are offered four times.

The lecture units, taking only a small fraction of each day, are arranged so that they are independent of the six-day plan.

The classrooms are open each Tuesday evening from 5:30 to 10:30 p.m. Students are expected to spend extra time outside of the regular class hours to explore as many areas of the unit as possible. Due to the limited amount of time that the school is open to us, much of this extra work will need to be done at home.



YOUR PERSONAL PROGRAMME

- for an elementary certificate

(a) It is compulsory for you to elect one picture-making unit and the lecture units HN 121 and HN 121a. The picture-making units are numbered from HN 100 to HN 107. If you select more than one picture-making unit, make sure that the units in question are not repetitions of one another. Do not elect more than two picture-making units.

(b) Summarize the gaps in your knowledge about art. What do you think you should know to be more proficient in your work as a teacher of this subject?

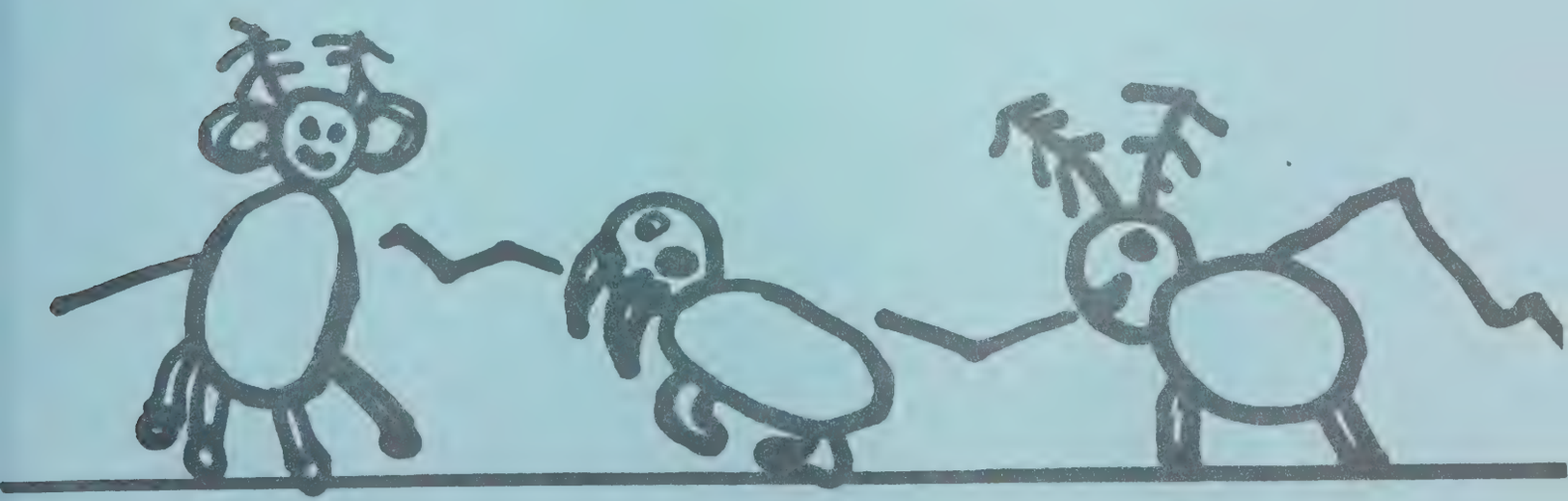
(c) Think of the grades you teach and the programme of studies you follow. Select activities which would lend themselves to strong correlations with the lives of the children under your charge and, hence, would improve the general learning situations in your school.

SUMMARY

FOUR UNITS AND TWO LECTURES COMPLETE A WINTER COURSE.

YOU MAY ELECT ANY WORK UNIT FROM HN 100 TO HN 199 BUT YOU SHOULD NOTICE THAT UNITS NUMBERED IN THE HN 100's ARE EXPLORATORY, WHILE THOSE NUMBERED IN THE HN 200's ARE MORE ADVANCED AND GREATER PROFICIENCY ON THE PART OF THE STUDENTS IS EXPECTED. ONE PICTURE-MAKING UNIT IS OBLIGATORY (UNITS HN 100 TO HN 107) AND THE LECTURE UNITS HN 121 AND HN 121a.

*FOUR HOURS PER EVENING IS THE MINIMUM ATTENDANCE FOR STUDENTS DESIRING AN ART CERTIFICATE.



- for an intermediate part 1 certificate

You have enjoyed previous experiences in art education. You have explored several fields of design and have probably begun to develop a personal point of view (or philosophy) about art and the teaching of art. Because of this background, you are in a better position to begin to specialize. The following suggestions are offered to help you select a programme leading toward the Intermediate Certificate.

(a) Select some work similar to that in which you enjoyed most success in previous units.

(b) Select a programme which includes both two and three dimensional work.

(c) It is advisable for students in the second, third or fourth year to attend a unit dealing with design, such as unit HN 150b.

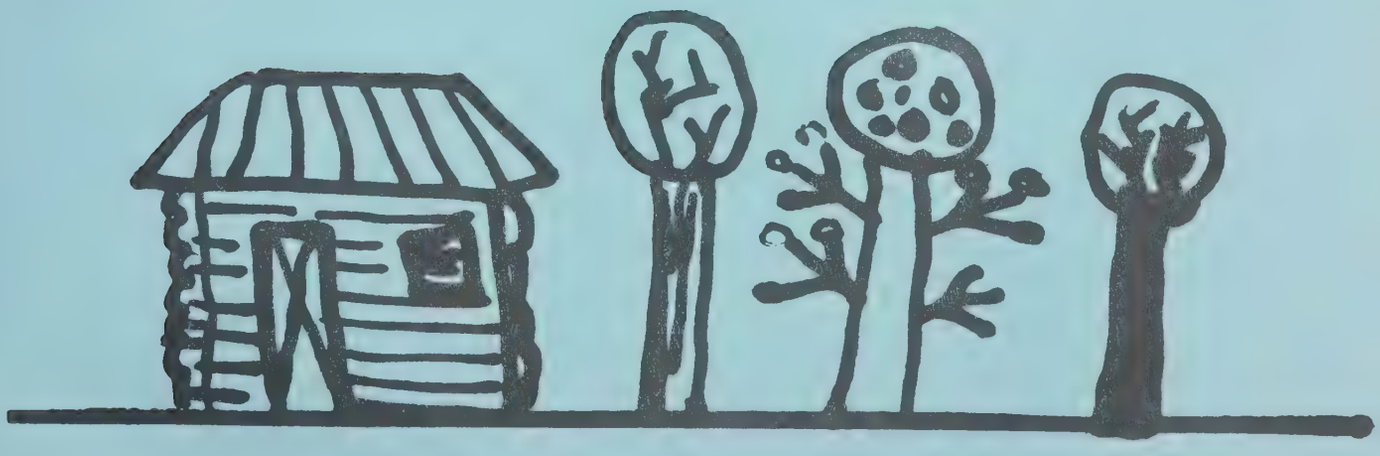
(d) Students working toward an Intermediate Part 1 Certificate must select the lecture unit History of Art, HN 222b, and the Special Lecture Unit HN 121a.

(e) Students working toward an Intermediate Part 1 Certificate must select the unit Elementary Drawing HN 111e.

(f) Study the descriptions of the units of work being offered for exploratory purposes, units HN 100 to HN 199. They may contain some work which you have not previously explored. If you feel that they offer activities which would be practical to you, it is suggested that you include these activities in your timetable.

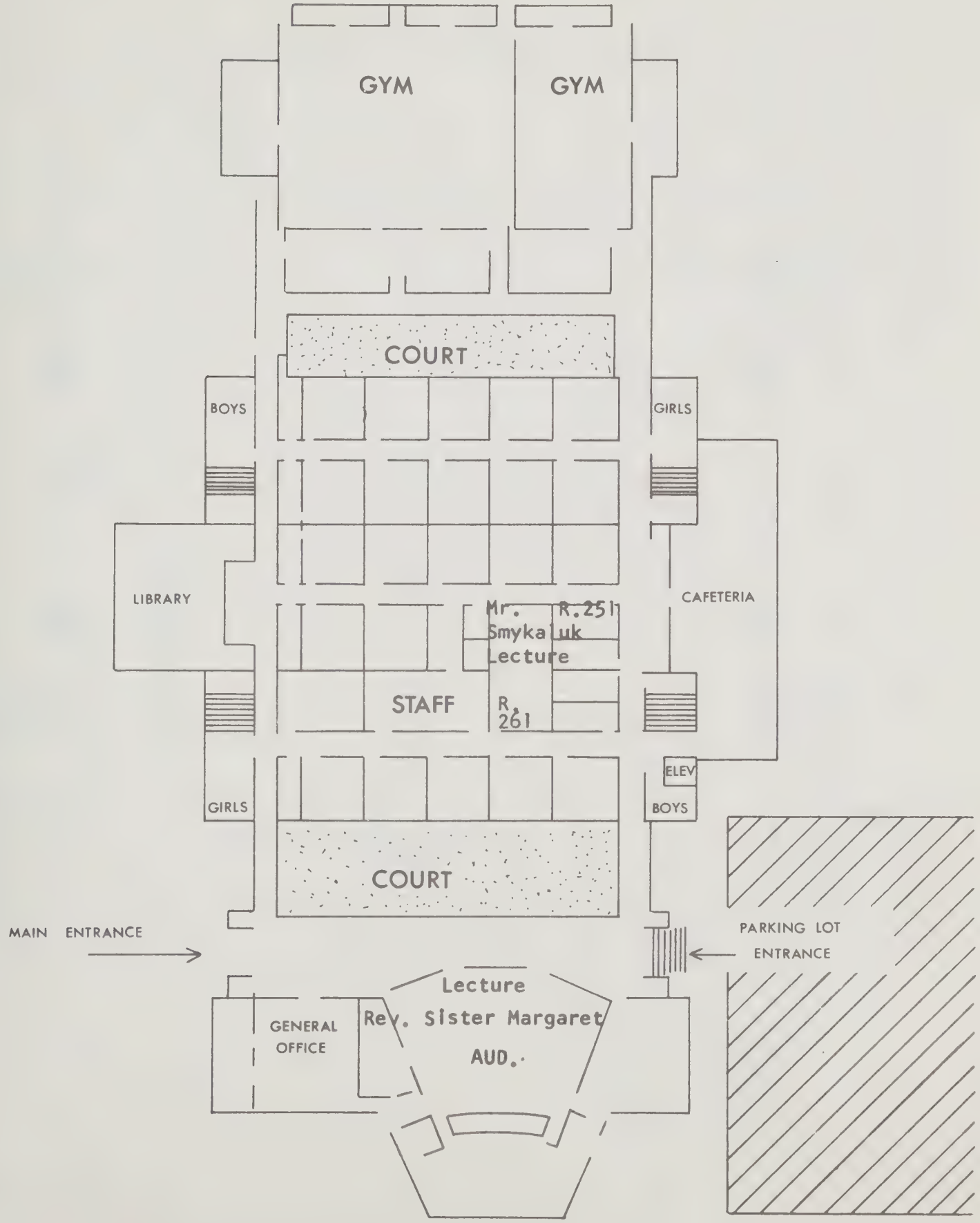
SUMMARY

FOUR UNITS AND TWO LECTURES COMPLETE A W'NTER COURSE.
YOU MAY ELECT ANY UNIT OF WORK FROM HN 100 TO HN 300.
*MINIMUM ATTENDANCE LEADING TO CERTIFICATION IS FOUR HOURS EACH EVENING.



Sherwood Secondary School

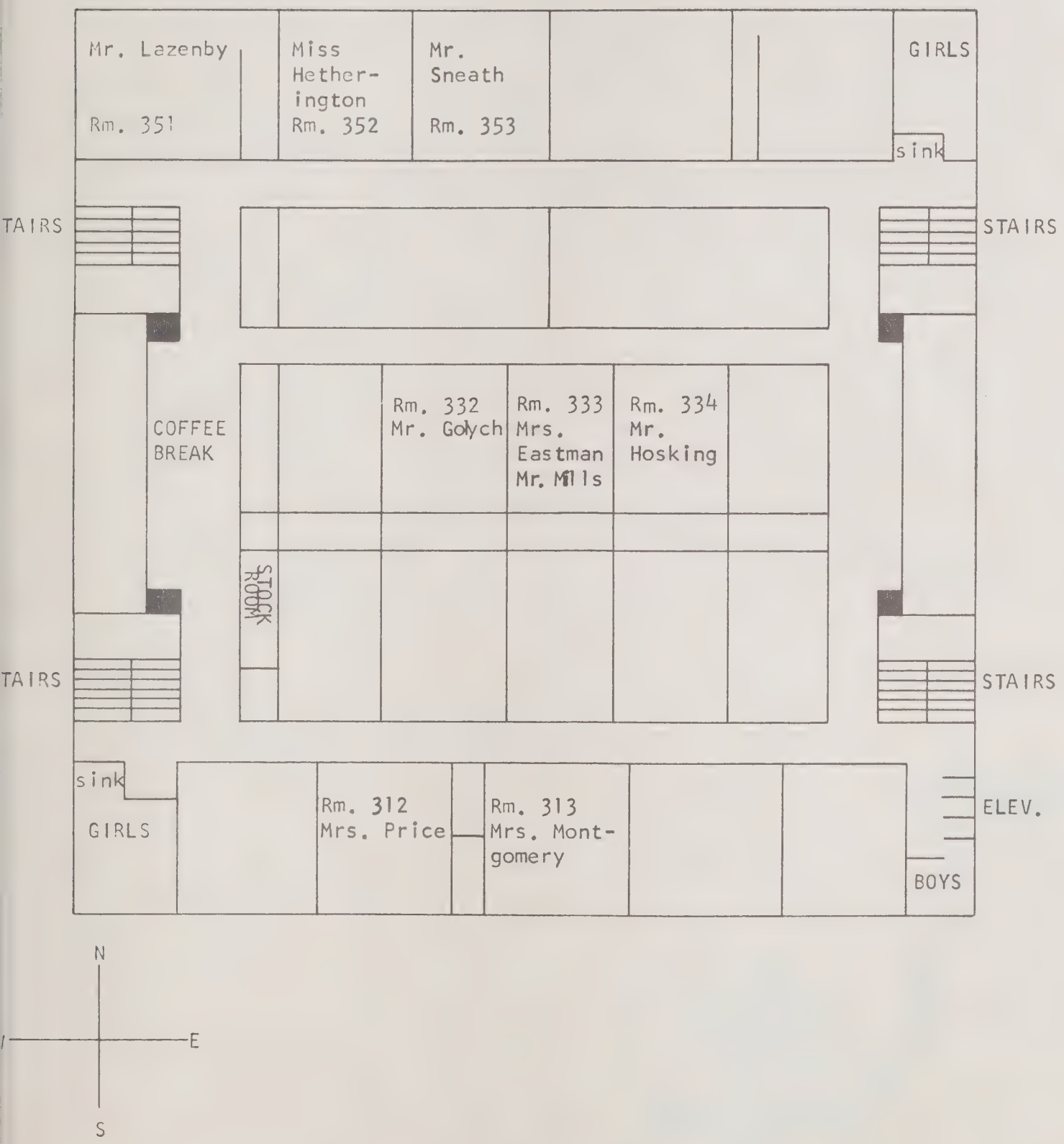
Main Floor



HIGH STREET

SHERWOOD SECONDARY SCHOOL

TOP FLOOR



STAFF

Mr. John L. Nugent, B.A. ..... Principal
Consultant of Art Education
Hamilton Board of Education
Hamilton, Ontario

Ontario Department of Education Courses in Art.

Mrs. Bette Price ..... Counsellor
Art Instructor
Crestwood Junior Vocational School
Hamilton, Ontario

Ontario Department of Education Courses in Art.

Miss June Hetherington ..... Instructor
Art Teacher, Ceramist
Central Secondary School
Hamilton, Ontario

Mrs. Nellie Montgomery ..... Counsellor
Senior Art Teacher
Bennetto Public School
Hamilton, Ontario

Ontario Department of Education Courses in Art.

Mr. Michael Golych, B.A. ..... Counsellor
Senior Art Teacher Instructor
Tweedsmuir Senior Public School
Hamilton, Ontario

Mr. Ron Mills, B.A. ..... Counsellor
Art Instructor
Sir Allan MacNab Secondary School
Hamilton, Ontario

STAFF (CONT.)

Mrs. Molly Eastman ..... Counsellor
Senior Art Instructor
Westview Public School
Hamilton, Ontario

Ontario Department of Education Course in Art.

Mr. Eric Lazenby, B.A. ..... Counsellor
Head of Art Department
Sherwood Secondary School
Hamilton, Ontario

Ontario Department of Education Courses in Art.

Sister Mary Margaret Jackman ..... Lecturer
S.S.N.D., M.F.A.
Art Consultant
Waterloo County Separate School Board

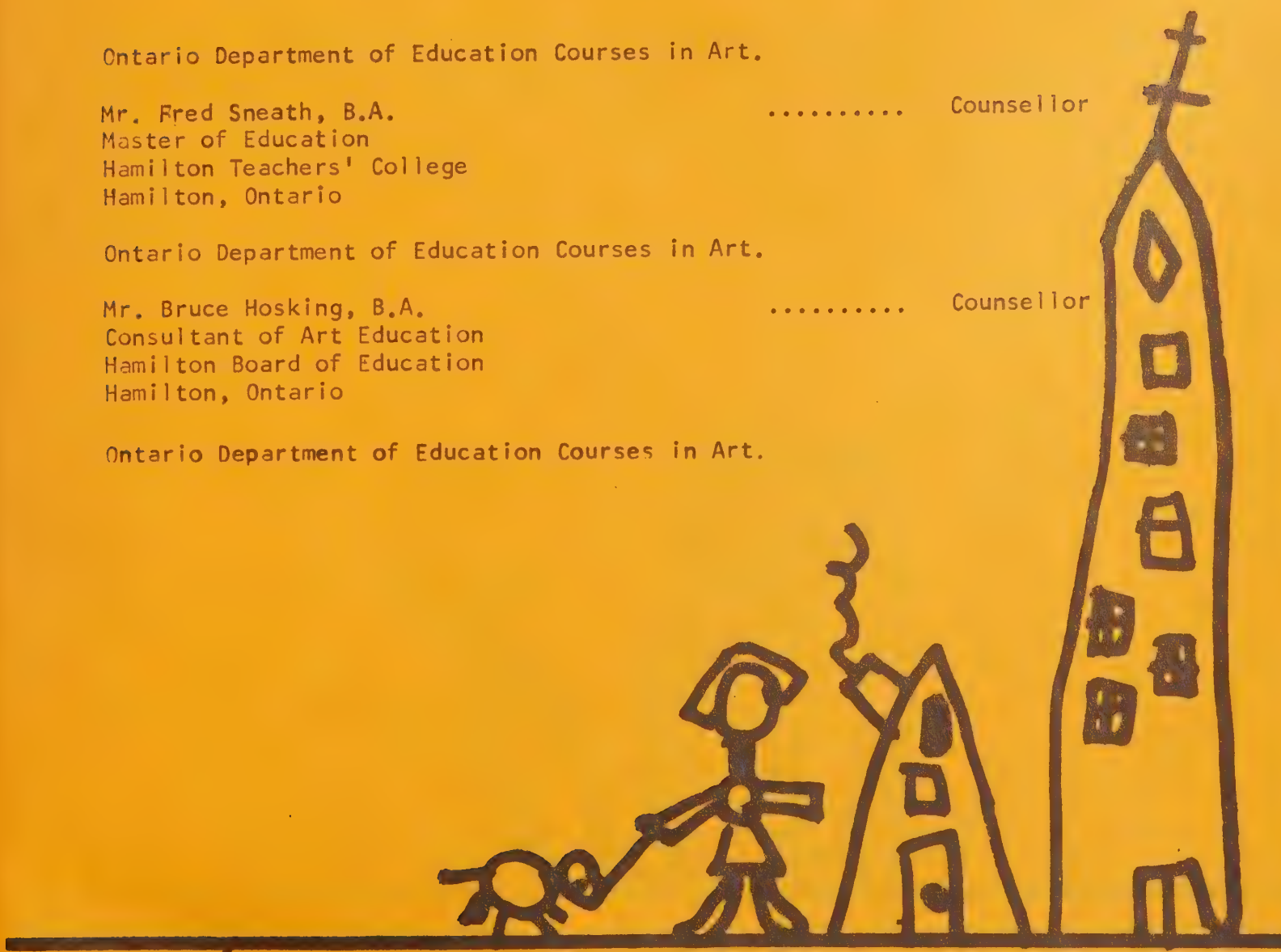
Ontario Department of Education Courses in Art.

Mr. Fred Sneath, B.A. ..... Counsellor
Master of Education
Hamilton Teachers' College
Hamilton, Ontario

Ontario Department of Education Courses in Art.

Mr. Bruce Hosking, B.A. ..... Counsellor
Consultant of Art Education
Hamilton Board of Education
Hamilton, Ontario

Ontario Department of Education Courses in Art.



STAFF (CONT.)

Ontario Department of Education Courses in Art.

Mr. Michael Smykaluk, B.A. ..... Instructor
Head, Art Department Lecturer
Central Secondary School
Hamilton, Ontario

Ontario Department of Education Courses in Art.

..... Secretary

..... Caretaker

The work of the counsellors is to relate art and craft activities to the general school programme, to assist the students to explore the various fields of design and to help these students acquire a sound pedagogy in the use of the activities explored.

The instructors have the task of helping the students develop adequate technical skill in the production of art and craft. They are not responsible for information regarding pedagogy.

The lecturers deal with their own highly specialized fields and give philosophical form to the questions under discussion. Lecturers offer units which are independent of the six-day session plan. They will also attempt to devote time to group discussion based upon problems raised by the students in their classes.

UNITS OF WORK TO BE OFFERED

IN HAMILTON 1969-70

Hn 101 PICTURE-MAKING (Kindergarten to Grade 4)

A study will be made of art activities and techniques suitable for pupils in Kindergarten to Grade 4. Discussions dealing with the natural modes of expression at the lower levels will be held. Particular emphasis will be given to picture-making in two dimensions.

Tuesday evenings: 7:00 to 10:00
Follows the 6-day session plan - for the 1st and 2nd sessions.

Mrs. Bette Price
Room 312

Hn 102 PICTURE-MAKING (Grades 3 to 6)

A study will be made of art activities and techniques suitable for pupils in the Junior Grades. Theory and practice will emphasize picture-making in two dimensions. Group work will be included.

Tuesday evenings: 7:00 to 10:00
Follows the 6-day session plan - for the 3rd and 4th sessions

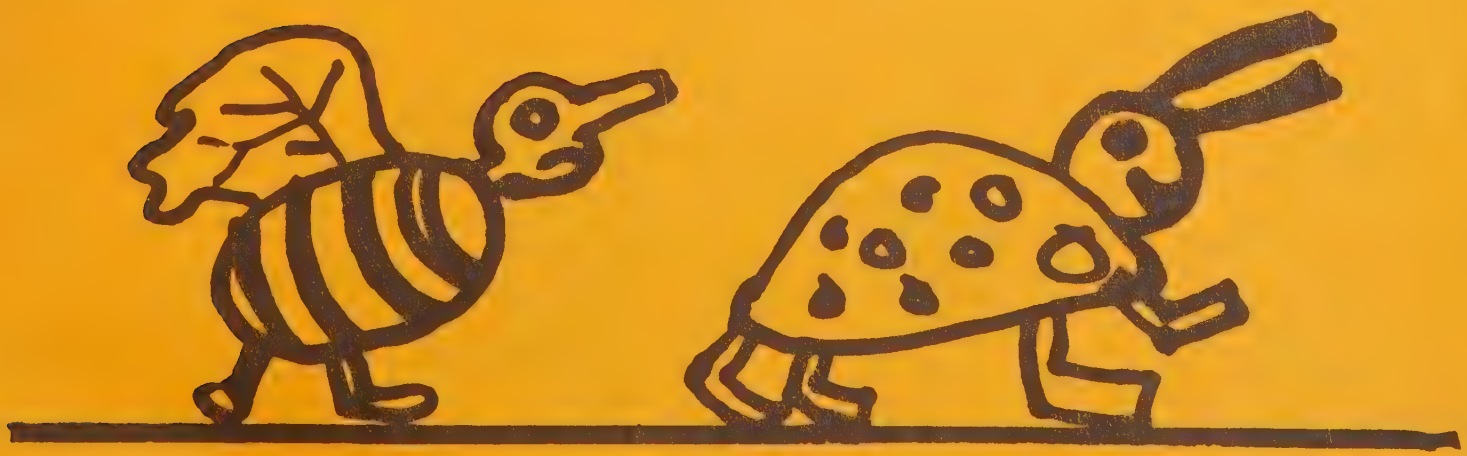
Mrs. Bette Price
Room 312

Hn 107 PICTURE-MAKING (Grades 6 to 12)

A study will be made of the basic media, including tempera paint, pastels, crayons, charcoal and coloured papers in relation to their use in two dimensional expression. The emphasis will be on the use of tempera paint. Discussions will deal with the problems and difficulties arising in connection with picture-making, suggestions for helping the students improve the design of their pictures, subject matter suitable for picture-making and classroom organization.

Tuesday evenings: 7:00 to 10:00
Follows the 6-day session plan -for the 1st and 2nd sessions

Mrs. Nellie Montgomery
Room 313



Hn 114A TECHNIQUES IN PICTURE-MAKING

This six-day unit will deal with a variety of techniques and materials that will be helpful in adding interest and a spirit of experimentation to the picture-making programme. Students will explore the possibilities of these techniques and materials in producing line, mass, texture, tone and colour, to achieve interesting compositions as well as to express ideas. Some of the areas that will be considered include finger painting, spatter work, sponge painting, mono-printing, mosaics, collage, montage, tissue paper pictures, copper tooling and plasticine pictures, as well as the use of familiar media (such as paint, crayons, chalks and ink) in new ways and combinations.

This is not to be considered a picture making unit. Most of the materials will be provided, but it would be wise for students to bring odds and ends such as wool, material, buttons, ribbon, string, etc.

Tuesday evenings: 7:00 to 10:00
Follows the 6-day session plan
- for the 3rd and 4th sessions.

Mrs. Nellie Montgomery
Room 313

Hn 111E ELEMENTARY DRAWING AND PAINTING

This unit offers a preliminary but detailed exploration of the elements of drawing and painting. This will include a wide range of materials in relation to varied subject matter. There will be an emphasis on outdoor sketching, still life, figure drawing, imaginative composition and creative drawing.

Tuesday evenings: 7:00 to 10:00
follows the 6-day session plan
- for the 1st and 2nd sessions

Mr. Michael Golych
Room 332

Hn 112A ELEMENTARY POSTER-MAKING AND BULLETIN BOARD TECHNIQUES

This unit consists of brief lectures and practical experiments in poster-making and bulletin-boards. Media will include tempera, ink and coloured papers. A study will be made of lettering content and design as applied to the poster. Bulletin Board arrangement will also be studied.

Tuesday evenings: 7:00 to 10:00
Follows the 6-day session plan
- for the 3rd and 4th sessions

Mr. Ron Mills
Room 333

Hn 114B CRAYON TECHNIQUES

This unit is one of exploration and experimentation to extend the awareness of the crayon as a versatile artistic medium, whether used alone or in combination with other media.

Tuesday evenings: 7:00 to 10:00
Follows the 6-day session plan
- for the 1st and 2nd sessions

Mrs. Molly Eastman
Room 332

Hn 132 ELEMENTARY PRINTING PROCESSES

This unit will explore elementary printing processes (not lettering) suitable in all grades from kindergarten to grade 12. Techniques explored will include rubbings, vegetable printing, stencilling, mono-printing, string, cardboard, rubber, linoleum and wood block printing.

Tuesday evenings: 7:00 to 10:00
Follows the 6-day session plan

Mr. Bruce Hosking
Room 334

Hn 135 ELEMENTARY CERAMICS

This unit will include methods of hand-building pottery, practical glazing techniques, design and decoration in relation to pottery, and firing techniques. The relationship of ceramics to the art programme in elementary and secondary schools will be discussed.

Tuesday evenings: 7:00 to 10:00
Follows the 6-day session plan

Miss June Hetherington
Room 352

n 138A ELEMENTARY PAPER TECHNIQUES (Kindergarten to Grade 8)

In this unit the students will learn to use paper creatively. The work to be explored will include the use of paper in ways other than that of merely supporting flat work. The three dimensional use of paper will be emphasized, the use of torn paper, paper line compositions and paper mosaics will be investigated, as well as methods of displaying paper sculpture.

Tuesday evenings: 7:00 to 10:00 — Mr. Fred Sneath
Follows the 6-day session plan — Room 353
for the 1st and 2nd session.

n 137A ELEMENTARY PUPPETRY (Kindergarten to Grade 13)

This unit will include a study of puppets, marionettes, shadow puppets, push puppets and rod puppets, etc. Various types of puppets and marionettes will be made which will be suitable for pupils in all grades from 1 to 13. These figures will be produced from a number of materials, and students will learn how to operate them. Students will participate in the production of plays involving the use of the above puppets.

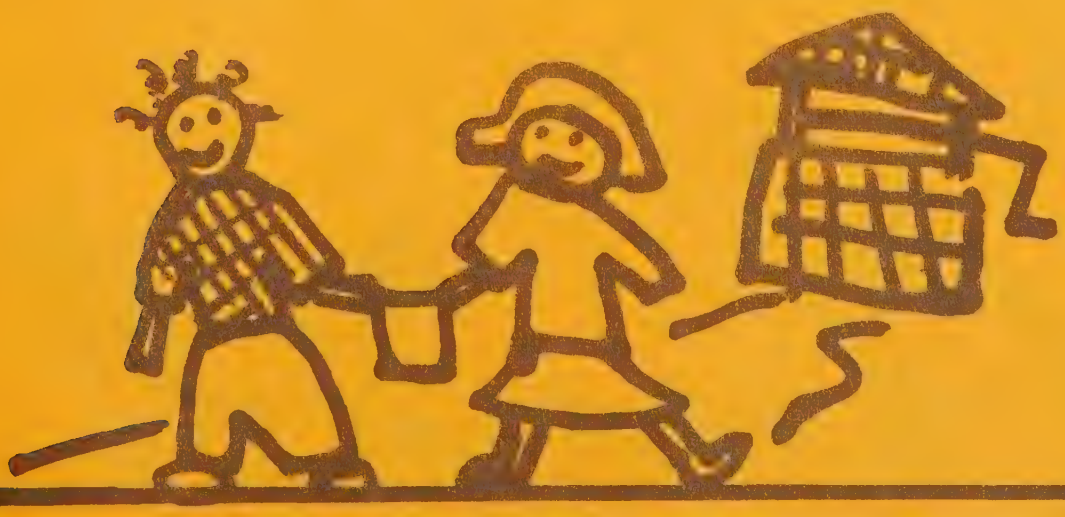
(Materials will be provided but those students planning to take the unit are advised to bring odds and ends which might supplement the materials supplied. Materials such as bright cloth in a variety of textures, scraps of felt, fur, leather, old socks and stockings, old jewelry and trimmings might be brought.)

Tuesday evenings: 7:00 to 10:00 — Mr. Fred Sneath
Follows the 6-day session plan — Room 353
for the 3rd and 4th session.

IN 114C ELEMENTARY CRAFT TECHNIQUES (Kindergarten to Grade 12)

An exploratory study will be made of three dimensional techniques suitable for students from Kindergarten to Grade 12. Students will experiment with a variety of materials for modelling, carving and construction.

Tuesday evenings: 7:00 to 10:00 — Mr. Eric Lazenby
Follows the 6-day session plan — Room 351



Hn 150B DESIGN IN CONTEMPORARY ART AND ENVIRONMENT

The student will delve into research and study of visual perception and design, experimenting with media both two dimensional and three dimensional. This will involve work and discussion on optical art, patterned projects, modules, minims and hard edge elements as well as other contemporary forms and styles.

Tuesday evenings: 7:00 to 10:00
Follows the 6-day session plan
for the 3rd and 4th sessions.

Mr. Michael Smykaluk
Room 261

Hn 300 INDEPENDENT STUDY

This unit is planned for students who would like to do further exploratory work in any one of the units listed in this bulletin. Students might also like to explore areas of study not listed in this programme. For further information consult the principal and a staff member will be assigned to you.

This unit is in addition to the regular four six-day sessions.

LECTURE UNITS

n 121 ELEMENTARY PEDAGOGY

This unit comprises a series of lectures and general discussions on elementary pedagogy, philosophy and psychology, with special reference to the teaching of art. Such topics as the characteristics of contemporary education, the individual and society, supervision, the enterprise, the learning process, objectives in art teaching, the democratic concept of education, will be discussed with the object of developing an insight into the understanding of the role of the art teacher as an educator and as an educational leader in the community.

This unit is a prerequisite for all students who wish to receive an Elementary Certificate.

Tuesday evenings: 6:00 to 6:50 — Sister Mary Margaret
September 16 to January 6, inclusive — Auditorium

In 121A SPECIAL LECTURE UNIT

This unit will be comprised of a series of lectures given by special guest lecturers, field trips and the previewing and discussion of films connected with art.

This unit is a prerequisite for all students who wish to receive an Elementary or an Intermediate Part I Certificate.

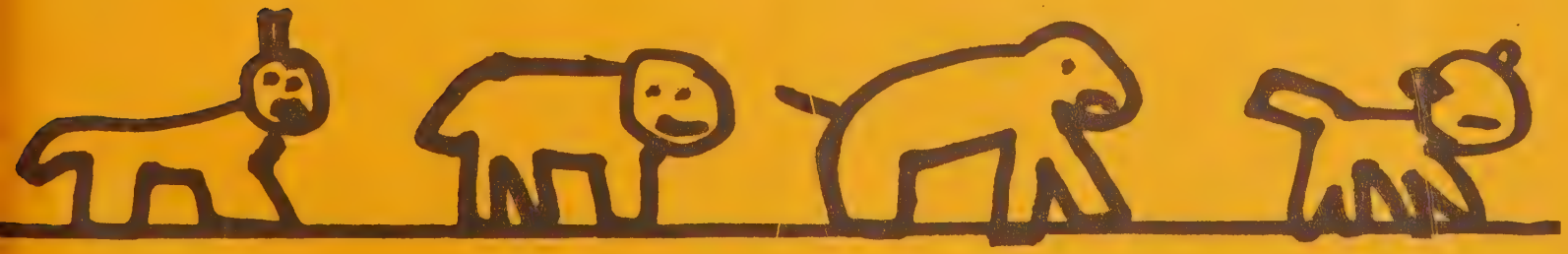
Tuesday evenings: 6:00 to 6:50 — J. L. Nugent
January 13 to March 17, inclusive — Auditorium

Hn 222B HISTORY OF ART, NORTH AMERICAN, 20th CENTURY

This unit will consist of an examination of Canadian and American art, architecture, sculpture and the decorative arts. Considerable time will be devoted to research into the philosophy, the styles and themes which describe the progressive account of Canadian art from the Group of Seven to contemporary art (including the various art schools and locales of Canada) and American art history from the realists to modern times.

This unit is a prerequisite for all students who wish to receive an Intermediate Part I Certificate. This unit is considered as a lecture unit, not as a practical work unit.

Tuesday evenings: 6:00 to 6:50 — Mr. Michael Smykaluk
September 16 to January 6, inclusive — Room 261 (Team Teaching Room)



WHEN YOU FINISH A WORK UNIT

(1) Each student has a progress record card which he obtained upon registration. These cards have spaces for a record of activities explored under the guidance of a staff members. On the last day on which you intend to stay in each unit of work, get your card. Each group will be told when its cards are available.

(2) Write a short description of the work you have completed in the proper spaces on the card.

(3) Take your card, together with the work you have completed, to the staff member for his appraisal. Your staff member will then write a short statement of your progress and will sign the card. It is your privilege to know what the staff member says about your progress. In this way, you will always know how well you are succeeding in your work.

(4) Leave your record card with the staff member.

(5) Take your notebook to the staff member and have him initial it.

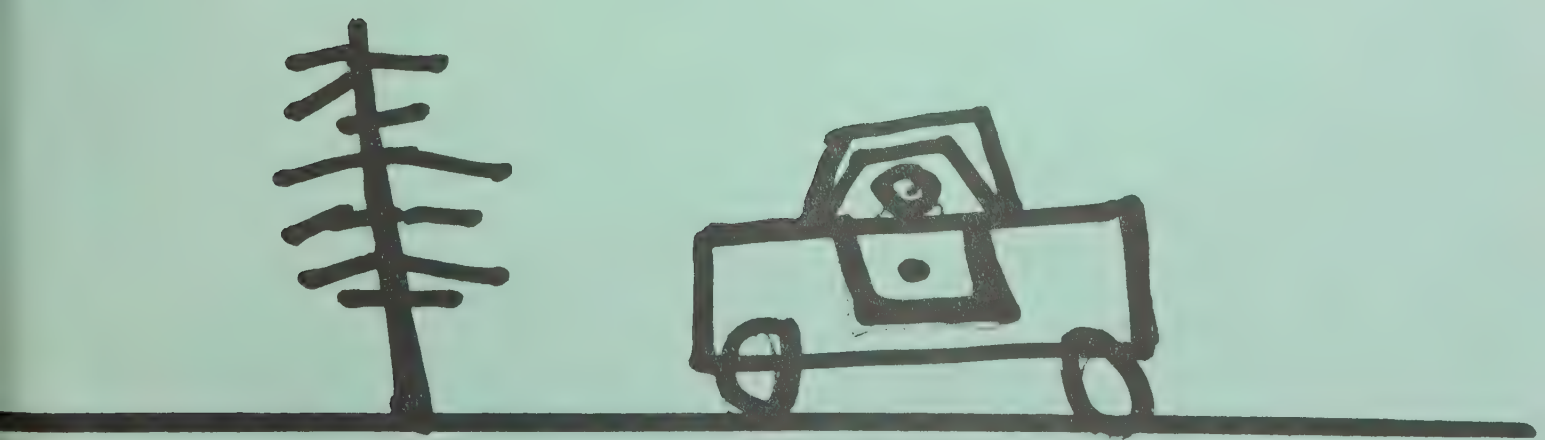
COMMENTS MIGHT CONSIST OF THE FOLLOWING:

"EXCELLENT" - meaning that the student is most co-operative, creative and open-minded, seems to have a grasp of the essentials of contemporary art education, produced work which is outstandingly well designed, and attacks problems with considerable intellectual vigour.

"COMPLETE" - meaning that the student is co-operative, produces work which is reasonably well designed, is not unreasonably opposed to contemporary trends in art education, and goes about the work at hand with reasonable self-reliance; works to capacity.

"INCOMPLETE" - meaning that the student is unintelligently opposed to contemporary trends in art education, shows strong signs of laziness, produced copied work or work which is very badly designed; is resentful of change.

SOME STAFF MEMBERS MAY MAKE OTHER COMMENTS



WORKING AT YOUR PROGRAMME

STANDARD OF WORK

Students are often concerned about the standard of excellence they should reach in their manual work. How proficient should you be in art? It is felt that in the brief time allotted to the units, students should have as broad a survey of activities as possible, and should not spend too much time trying to perfect any one technique.

No one expects you to become an artist in a preliminary art course. All the staff hopes is that you may have experiences which will enable you to become a better teacher. Therefore, do not repeat work just to perfect a skill. Skill is useful to have, but if you want to achieve it, practice between the end of this winter session and the beginning of your next art session.

Once you have mastered enough of the technique to use it in a classroom, decide without delay your next field of exploration.

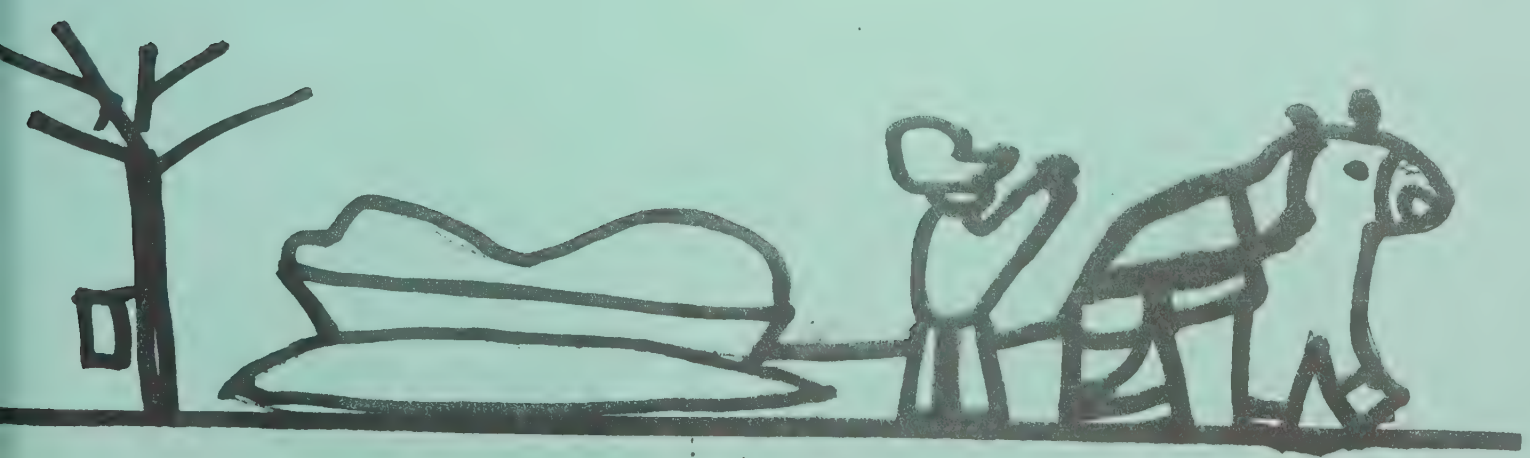
Make use of your own class each week to try out the techniques which are introduced to you here at the art course.

PRESCRIBED READING

With the exception of some of the lecture units, there is no "prescribed reading" for the units of work. An intelligent person reads a book to answer questions which have arisen during his experience. Probably no two persons will want to find the answers to exactly the same questions, and it would seem under the circumstances, to be wasteful of time and energy to do "prescribed reading". Art books are available at the Education Centre - Public Libraries and McMaster University Library.

WRITTEN ASSIGNMENTS

What has been said concerning"prescribed reading" applies also to "written assignments". With the exception of the lecture units, there are no "written assignments" attached to the work units. If the participant wishes to write on any topic in order to clarify his thinking or to help him to recall useful information he has discovered, he will do his writing in his note-book for his own benefit, and not as a proof of work done.



EXAMINATIONS

Counsellors and instructors do not set examination papers. Lecturers, however, may give short tests throughout their units or may set a final paper. They may, on the other hand, summarize a student's progress by means of "term's work" or in any other manner they may wish to choose.

NOTE BOOKS

Students are expected to keep note books during the course session. Your notes (suitably illustrated) should contain such information as will be valuable to you when you return to your teaching position. Write only that which is necessary and useful. The following items are suggested:

(1) Short descriptions of new techniques learned, including the materials and tools involved.

(2) Suggestions for correlations of these techniques with other areas of school life.

(3) A brief summary of valuable theory (both of aesthetics and of methodology) connected with the techniques which your co-workers and your staff members have contributed.

(4) An outline of the problems discussed by lecturers which are of importance to you.

(5) Short accounts of any reading which may have bearing upon the topics outlined in your note book.

ANNOUNCEMENTS

SEPTEMBER 16

6:00 to 6:50 p.m. Elementary students will assemble in the auditorium for their first lecture.

Intermediate students will assemble in Room 261 (Team Teaching Room) for their first lecture.

7:00 to 10:00 p.m. Day one of your first workshop session.

OCTOBER 21 FINAL REGISTRATION

All Elementary students, and those Intermediate students who have not completed registration, assemble in the auditorium at 7:00 p.m. for instructions regarding the completion of registration.

Intermediate students who have completed registration meet in Room 261.

CHRISTMAS BREAK

There will be no classes held on December 16. Classes (3rd session) commence again on January 6.

JANUARY 13

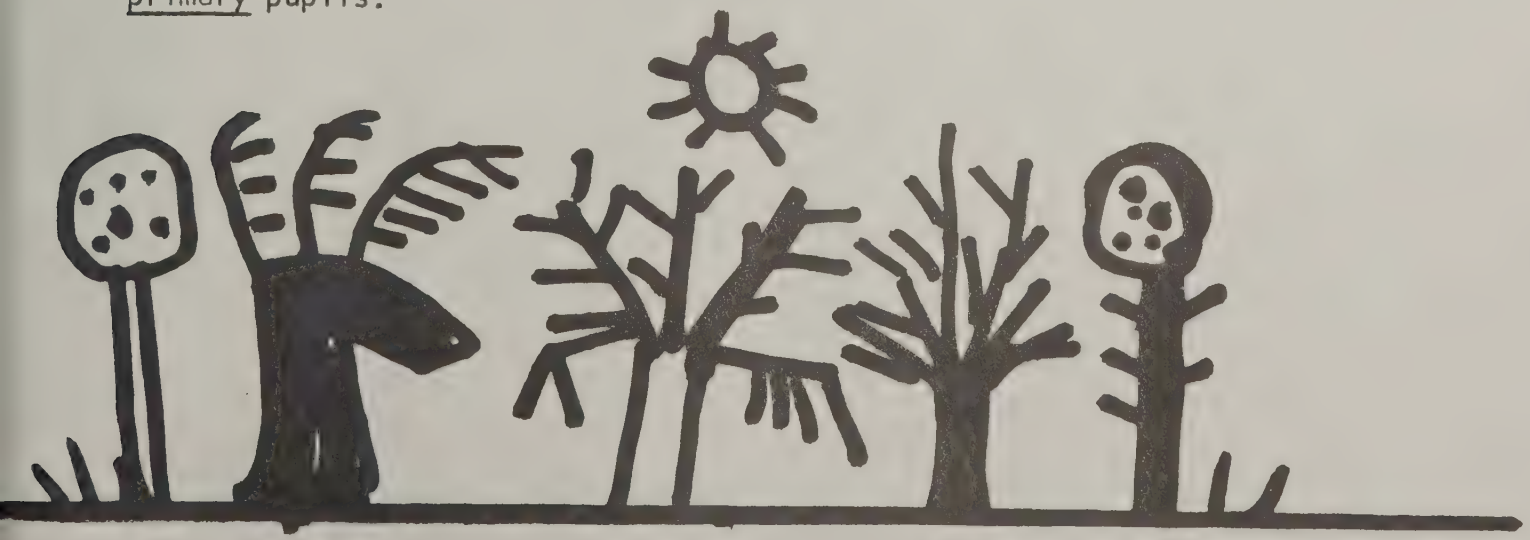
6:00 to 6:50 p.m. All students will assemble in the auditorium for the Special Lecture Unit HN 121A.

An Art appreciation trip for both the Elementary and Intermediate students is being arranged for one Saturday. The date will be announced on Registration Day, September 9.

EASTER BREAK

There will be no classes held on November 11 nor March 24.

*Pictures in this book are taken from picture making done by primary pupils.



6:00 P.M.

Please make every effort to be seated ready for your lecture at 6:00 p.m.

COFFEE BREAK

During the evenings there will be a 15 minute coffee break. Coffee and snacks will be available on the 2nd Floor.

Rooms 312, 313 and 332	.....	7:45 to 8:00 p.m.
Rooms 352, 353 and 351	.....	8:00 to 8:15 p.m.
Rooms 261, 333 and 334	.....	8:15 to 8:30 p.m.

STUDENTS' ABSENCE

It will be realized that even one evening's absence is a serious matter in a concentrated session such as this. Students who wish to obtain an art certificate may not be absent from any class written on Form A. Should illness prevent a student from attending class, a doctor's certificate must be presented upon return to the session.

Students who must be absent for any other reason, please contact the art course office (in advance if possible) regarding the matter.

In no case will a certificate be granted if a student is absent for more than 3 evenings.

In the event of absence, it is the student's responsibility to catch up on the work missed.

DISPLAYS OF STUDENTS' WORK

Displays of the students' work is difficult in a situation such as this. Every effort, however, will be made to display a small amount of work each evening. Be sure to take a few minutes each evening to see these displays.

Do not hesitate to leave your own work for a short time to visit another classroom where the students are working.

VISITORS

Please invite your friends to visit the school any time that the course is in session. A special Open House Night may be held on a night to be announced later.

PARKING

Consult page 9 in this bulletin regarding the parking areas which are available.

SMOKING

Because of the fire hazards associated with art materials, there is a strict "No Smoking" law inside the building. The coffee area on the 2nd floor is set aside for this purpose.

TOOLS AND SUPPLIES

Owing to the high cost of art supplies, students are asked to be particularly careful not to be wasteful of any materials. Every student is urged to bring a pair of scissors, since no scissors will be supplied. Sufficient quantities of all other tools and supplies for normal activities are available at no extra cost above the $5. supply and activity fee. Should a student require larger than usual quantities of any material, an extra charge would be made.

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PLEASE WATCH "THE BULLETIN BOARD" IN THE MAIN LOBBY FOR FURTHER ANNOUNCEMENTS.

CALENDAR OF EVENTS

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
September 16	September 23	September 30	October 7	October 14	October 21
October 28	November 4	November 18	November 25	December 2	December 9
January 6	January 13	January 20	January 27	February 3	February 10
February 17	February 24	March 3	March 10	March 17	March 31